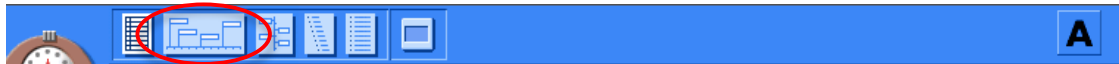


## Timeliner

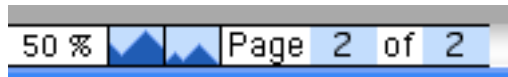
1. Open Timeliner and select New Timeline.
2. In the next window make sure Standard is selected.
3. Click in the box by “When” and type your first date. If your “When” has a starting and ending time, go to Format and choose Use Event Range. This setting will be set for the entire Timeline. Timeliner will automatically put your dates in order.

| When | What |
|------|------|
|      |      |

4. Click on Tab or click in the box by “What” and type in the description of your event.
5. Press Return to add a new line.
6. When all your dates and event descriptions are entered, click on the Banner View Icon.



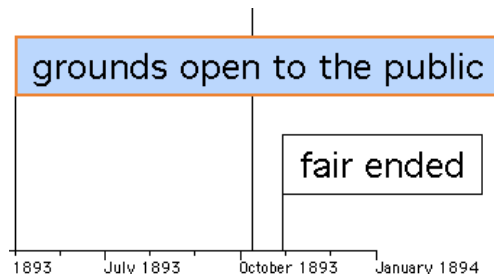
7. Go to the bottom of the page and click on the % and choose 100%.



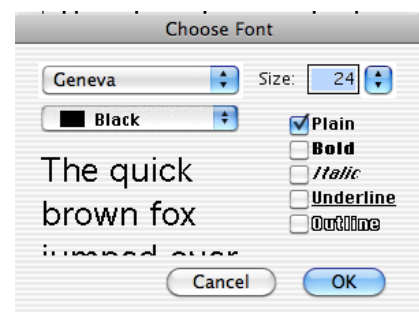
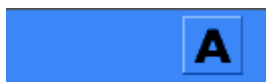
8. Compress or Expand your timeline to fit one page. Make sure you don't lose the dates.

**OR**

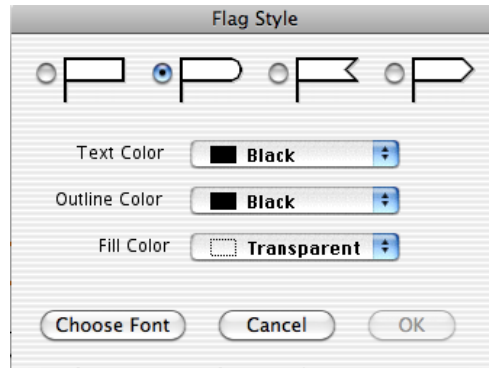
9. You can move and re-size your banners. Click on the red square to re-size the banner.



10. You can also decrease or increase the size of the font. Click on the A in the top bar. A font window will open.



11. To change the shape, line color or fill color of the banner, click on the banner you want to change, then click on the banner icon in the top bar. A window will open with your choices to change the banner. You can also access the Font window.

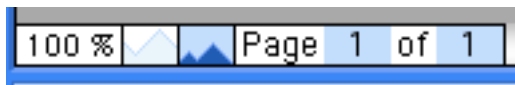


12. Click on Label in the sidebar, type a title and your name. You can also change the font in the label by clicking on the A to access your fonts.

13. Click on Graphic in the sidebar to add clipart/pictures to your timeline. There is a variety of clipart in Timeliner, but you can also click Browse and import clipart/pictures from your Desktop that you found online. Timeliner also lets you copy a graphic and paste it into your timeline. Once the clipart/picture is in your timeline you can re-size it and move it around. Label your clipart by clicking on Label in the sidebar.

\*If you need to go to a Browser to find clipart/pictures you will need to hide Timeliner. Go to Timeliner and select Hide Timeliner or Command – H, then click on the Timeliner icon in your Dock to bring your timeline window up.

14. Check the bottom of the page make sure it says Page 1 or 1.



15. Click on the Printer in the sidebar. Make sure all your information is on the print page. If you want you can choose a boarder. Click on the printer icon to open the print window. Choose the correct printer and select Print.